

**SECRET**

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700200026-3

Replies to Questions on Portable Desk Trays

*116 forms*

- |  |        |        |
|--|--------|--------|
| A. Is the Portable Desk Tray more convenient for day to day work papers? | Yes 93 | No 28  |
| B. Do you save more safe space by using Portable Desk Trays?             | Yes 82 | No 33  |
| C. Should Portable Desk Trays be a stock item?                           | Yes 87 | No 29* |

Seventy-five questionnaires reported space saved which totaled 32 1/4 drawers.

\* Totals to each question do not balance, since some paragraphs were left blank by persons filling out the forms.

Remarks:

1. I don't believe they will replace the tiered type (for reasons of desk space) but in many cases will be preferable to the standard wooden trays.
2. Very satisfactory.
3. Trays themselves get jammed when the least bit of excess paper is put into it at night.
4. They foul up the safe drawer; and it's hard enough trying to keep safe drawers from jamming without adding these cumbersome things!  
Conclusion: I do not like them.
5. Width of trays is of a tolerance that sometimes precludes storage of regular files.
6. They snap open - only use bottom part.
7. Tray too difficult to open when filled to capacity. Gets stuck.
8. The overlap on the edges is not enough - particularly if the tray is dropped or bent the two halves do not secure properly.
9. Portable Desk Trays offer a top for boxes filled with classified matter.
10. Use of the tray for overnight storage prevents lost or torn papers, and is immediately available for reference at the opening of business.  
  
Other recommended uses Have metal legs constructed so that the 2 halves of the box can be used for "IN" and "OUT" boxes.
11. New braces are needed as the ones for the wooden boxes aren't satisfactory.

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12. Wooden desk trays are less expensive and easier to handle.
13. The lock is not trustworthy.
14. Could improve on mechanics. Occasionally they fall apart even when they appear to be closed. Perhaps the lock isn't heavy enough for the weight.
15. Stronger and more durable clasps.
16. These trays last longer - and you don't get splinters in your thumb nail when they get old.
17. Wooden trays would serve just as well, We are in a vault Area and are not required to put our work in safes.
18. Holds small papers, money and receipts which are easily lost in my work.
19. I use mine to supplement rather than to replace, wooden "IN" and "OUT" boxes.
20. A great convenience - The employee who suggested the idea should be commended.
21. Find that box must be propped firmly in upright position to avoid jamming drawer.
22. Re paragraph a., for storage, yes, but not as a "IN" and "OUT" box. Standard wooden trays on stilts is better.
23. Several people have found the portable desk trays to be inadequate, and before ordering additional trays, I suggest that an effort be made to call back all those desk trays that are not being used.
24. While they cost more, one takes the place of two old trays.
25. I find that the best advantage to using these desk trays is the amount of space saved in the safe drawer. However, does this one advantage compensate for the extra amount of money spent in purchasing the trays?
26. Tray holds much more material than wood tray. Saves time in securing material at end of day.
27. Very convenient for keeping together loose material.
28. When the case is packed, it is easy to carry as well as to place in the safe. Loose material is readily compressed into the tray and thus makes for a neater drawer.
29. It has worked out fairly well, although it seems that it may have a prohibitive cost.

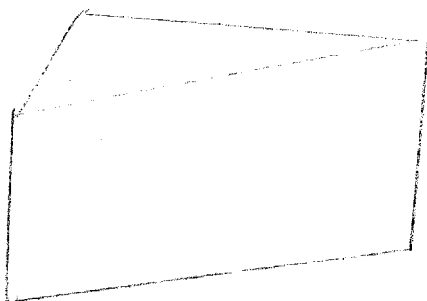
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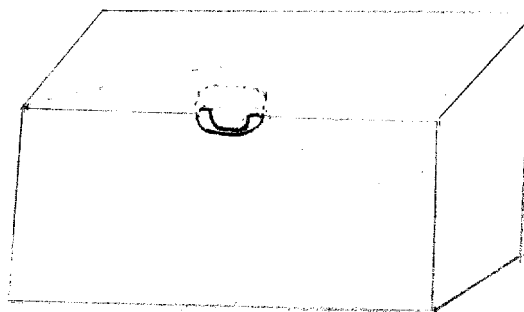
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30. This is a safe, convenient way to carry papers with you, when necessary, for discussion with the various desks.
31. The material that I have to store is too bulky for convenient use of a Portable Desk Tray.
32. I think the portable desk trays are very convenient because you can find your necessary papers when you need them without searching through every safe.
33. A great convenience.
34. Saves time in putting work away and in taking it out in the morning.
35. The tray has tipped and caused a partial jamming of the safe and there was no loose paper in the bottom of the drawer. Perhaps, the elimination of the handle and the name plate would prevent this development. I can see little use for them. If, from your experience with this tray, you feel that the handle must be kept on the tray, the handle could be placed on the same side of the bottom half of the metal tray and the metal indented to prevent the handle from projecting above the flat side of the metal tray as it now does.

Handle located here, and metal of tray slightly indented to flatten handle when tray is placed upright in safe.



TOP OF TRAY



BOTTOM OF TRAY

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